TCEQ Core Data Form Instructions

What is the TCEQ Core Data Form?

The TCEQ Core Data Form (CDF) collects core data regarding the people, businesses, and organizations that are regulated by the Texas Commission on Environmental Quality (TCEQ).

"Core Data" includes but is not limited to the following: Names, Locations, Authorization IDs, Business Entity Types, as well as any information that is shared across the Agency.

When do I complete this form?

A TCEQ Core Data Form should be submitted under the following circumstances:

- Core data is not in the Central Registry (CR) database or is incomplete.
- Core data has changed and/or is displayed incorrectly in the CR database.
- The TCEQ has requested the information.

You can view your data in Central Registry by using the following hyperlink:

http://www15.tceq.texas.gov/crpub/

Where do I send this form?

The TCEQ CDF should be sent to the TCEQ Program that has requested the information.

What is a Customer?

Customer - An Individual or Organization responsible for one or more Regulated Entities. Examples include owners, operators, or responsible parties of a site or an individual who holds a license.

Note: The Customer Name submitted may be updated automatically based on what is current and active with the Texas Secretary of State (SOS) or Texas Comptroller of Public Accounts (CPA).

Customer Reference Numbers (CNs) are used to identify Customers in Central Registry. Each Individual or Organization is issued a unique 11-digit identification number called a CN (e.g. CN123456789). Each Customer should have only one CN based upon their name and SOS/CPA information as applicable.

What is a Regulated Entity?

Regulated Entity – A "Regulated Entity" is a person, organization, place, or thing that is of environmental interest to TCEQ where regulatory activities of interest to the Agency occur or have occurred in the past. Examples are a site, facility or license.

Each site location is issued a unique 11-digit identification number called an RN (e.g. RN123456789). Each Regulated Entity should have only one RN number, exceptions will be determined by the TCEQ.

*The CN and/or RN will not replace program-specific numbers (e.g. Permit, Registration, Account, etc.)

Customer	Regulated Entity
Exxon Mobil Corporation	Tiger Mart 791
Lubrizol Corporation	Lubrizol Bayport Plant
Wal-Mart Stores Inc	Wal-Mart 2468

Line-By-Line Instructions

Section I: General Information

1. Reason for Submission

New – Check this box if the TCEQ Core Data Form is being submitted in conjunction with a new Permit, Registration or Authorization application. Attach the completed TCEQ Core Data Form to the program application.

Renewal - Check this box if the TCEQ Core Data Form is being submitted in conjunction with a renewal application. Attach the completed TCEQ Core Data Form to the program renewal form.

Other – Check this box if the TCEQ Core Data form is being submitted for a reason other than those listed above. Briefly, state why the form is being submitted. Attach the completed TCEQ Core Data Form to the applicable program form (e.g. amendment, modification, etc.).

2. Customer Reference Number (CN)

If you or your company has been issued a CN, enter it here. If this is the first time you or your company are completing the CDF leave the CN field blank.

3. Regulated Entity Reference Number (RN)

Leave this field blank if no regulated activity has occurred or been reported at this site/location. If this location has been issued an RN, enter it here.

Section II: Customer Information

4. General Customer Information

Check ALL boxes that apply.

- New Customer
  The Customer does not have a CN. Complete all items in Section II.

- Update to Customer Information
  The Customer has a CN but some of the information in Section II has changed and needs to be updated. Complete the items that have changed.

- Change in Regulated Entity Ownership
  The Customer for this Regulated Entity (listed in field 3) has changed (e.g. Facility has been sold or is now under the operational control of another Customer). *Complete all items in Section II and fill in the previous Customer's name and effective date.*

Note: Not all permits/authorizations are transferable to a new owner. Contact the program area(s) regarding their requirements for a change of ownership.

- Change in Legal Name
  A Customer name change will require verification with the SOS/CPA prior to it being processed by the Agency. Contact TX SOS at 512-463-5555 for more information.

A new CN will be needed if the *SOS/CPA Charter or Filing Number changes for a Business Entity.* Contact Central Registry at 512-239-5175 for additional guidance.

5. Effective Date

Enter the effective date of the update (e.g. Date of sale, SOS filing date, etc.).

6. Customer Legal Name

- Enter the complete legal name of the Customer.

- Verify the legal name of your organization by either searching the websites or contacting the SOS and/or CPA helplines:

- o Contact SOS at 512-463-5555
  - ▪ The hyperlink for the SOS is as follows:
    - • http://direct.sos.state.tx.us/acct/acct-login.asp
- o Contact CPA at 1-800-252-1386
  - ▪ The hyperlink for the CPA's is as follows:
    - • http://ecpa.cpa.state.tx.us/vendor/tpsearch1.html

Note: The Customer Name submitted may be updated automatically based on what is current and active with the Texas Secretary of State (SOS) or Texas Comptroller of Public Accounts (CPA).

- • Previous Customer Name
  Enter the prior name of the Customer if the Customer legal name has changed.
  OR
  Enter the name of the previous Customer if the Customer name has changed due to an ownership change for the Regulated Entity.

7. TX SOS/CPA Filing Number

- • Searching for your SOS Filing number can be done at the following hyperlink:
  - o http://direct.sos.state.tx.us/acct/acct-login.asp

Or call at 512-463-5555.

If the Customer has not filed with SOS/CPA as a Corporation, Limited Partnership or non-profit organization leave the SOS/CPA Filing Number field blank.

8. TX State Tax ID

- • Check the CPA website for a listing of your tax ID:
  - o https://mycpa.cpa.state.tx.us/coa/Index.html

If one has issued, enter it here.

If the Customer has not been issued a TX State Tax ID leave this field blank.

9. Federal Tax ID

All businesses, with the exception of some small sole proprietors and individuals, should have a federal taxpayer identification number (FEIN). Enter it here. Do not enter hyphens, dashes, or a Social Security Number(s).

- • For more information on Federal Tax IDs, use the following hyperlink:
  - o http://www.irs.gov/Businesses/Small-Businesses-&-Self-Employed/Do-You-Need-an-EIN.

10. DUNS Number

Most businesses have a DUNS (Data Universal Numbering System) Number issued by Dun and Bradstreet Corp. If you have one, enter it here.

11. Type of Customer

Check only ONE box.

Corporation The Customer meets all of the following:

- • Is legally incorporated under the laws of any state or country
- • Is recognized as a corporation by SOS
- • Has proper operating authority to operate in Texas

Examples of Corporations

- o Subchapter S corporation

- o General corporation
- o Limited liability company (LLC)
- o Water supply corporation

- Individual
  An individual is a person who is regulated by TCEQ but has not established a business.

- Partnership
  - o General Partnership - A general partnership is created when two or more persons associate to carry on a business for profit. A partnership generally operates in accordance with a partnership agreement, but there is no requirement that the agreement is in writing and no state-filing requirement. Submit a tax ID if you have a sales tax permit.
  - o Limited Partnership (LP & LLP) - A Texas limited partnership is a partnership formed by two or more persons, having one or more general partners and one or more limited partners. The limited partnership operates in accordance with a partnership agreement, written or oral, of the partners as to the affairs of the limited partnership and the conduct of its business. While the partnership agreement is not filed for public record, the limited partnership must file a certificate of limited partnership with the Texas SOS. They provide a form for the certificate of limited partnership which meets minimum state law requirements.

- Government – City, County, Federal, or State
  The Customer is either an agency of one of these levels of government or the governmental body itself (e.g. Blanco County, City of Houston, Texas Department of Transportation, etc.).

- Other - Government
  The Customer is a utility district, water district, tribal government, college district, and a council of governments or river authority (e.g. Lower Colorado River Authority).

- Sole-Proprietorship
  The Customer is an individual who owns or runs an unincorporated business with no distinction between the business and the owner.

- Other
  The Customer does not fit any of the descriptions above (e.g. Joint venture, trust, estate, etc.). Enter a short description in the space provided.

12. Number of Employees

Enter the number of employees for the Customer's entire company, including subsidiaries. The number should include ALL locations, not just the location of the Regulated Entity listed on the CDF.

13. Independently Owned and Operated

Check "No" if the Customer is a subsidiary or part of a larger company. Otherwise, check "Yes".

14. Customer Role

Check ONE box that best indicates the Customer's relationship to the Regulated Entity. Check "Other" if none of the boxes fit your situation and write in the relationship.

15. Mailing Address

Enter the Customer mailing address. The mailing address should be recognized by the United States Postal Service.

- Use the following web link for address verification:
    - www.usps.com.

16. Country Mailing Information

If the address is in the USA leave this field blank. If Customer mailing address is outside the USA, enter the country name, mailing zone, non-ZIP mailing codes and non-USA Postal Service features.

17-20. Email, Phone and Fax Number

Enter the communication information that TCEQ will need to contact the Customer. Leave field 19 blank if your phone system does not use e-mail extensions or codes.

Section III: Regulated Entity Information

21. General Regulated Entity Information

Check ONE box

- New Regulated Entity
  If the Regulated Entity does not have an RN. Complete all fields in Section III.

- Update to Regulated Entity Name
  The Regulated Entity Name has changed and needs to be updated.

- Update to Regulated Entity Information
  The Regulated Entity has an RN but some of the information in Section III has changed and needs to be updated. Complete the items that have changed.

Note: *If the street address of the RN is changing, contact Central Registry at 512-239-5175 to determine if a new RN number and/or new permits/authorizations may be required. This does not apply to location changes for portable Regulated Entities.*

22. Regulated Entity Name

Enter the name the Regulated Entity will be known by. If the Customer has multiple Regulated Entities, give each site a unique name. Make sure this name is consistent on all forms submitted to TCEQ.

If the Regulated Entity name is the same as an individual, print last name first, followed by the first name.

Note: The Regulated Entity Name submitted may be updated in order to meet TCEQ Agency Data Standards (removal of organizational endings such as Inc, LP, or LLC).

23. Street Address of the Regulated Entity

Enter the physical street address of the Regulated Entity. P.O. Box addresses are prohibited. If there is no street address, complete field 25 Physical Location Description and field 26 Nearest City.

Example: 1234 MAIN ST, HOMETOWN, TX 78711

24. County

Enter the county where the Regulated Entity is located. If there is more than one county, provide the primary county in which the majority of the Regulated Entity is located. Include the other counties as applicable.

25. Description to Physical Location

If the physical location has no street address, enter specific directions to reach the Regulated Entity.

Example: FROM US 83 GO E ON COUNTY RD 101.GO 0.3 MI PAST FIRST TANK ON LEFT

26. Nearest City, State, and Nearest ZIP Code

For Regulated Entities that are not located in a City, it is sometimes required to determine which city this Regulated Entity is closest to. Enter that City here. State: This is the State where this Regulated Entity is located. This will usually be Texas.

Nearest ZIP Code: Even Regulated Entities that are not within city limits are located within a zip code. That zip code is listed here, the zip code that this Regulated Entity is physically located within. If not known, give the zip code that is closest to this Regulated Entity, e.g. the zip for the Nearest City.

27-28. Latitude (N) and Longitude (W)

For Regulated Entities with fixed locations, the Latitude and Longitude of the location is entered here.

29-32 SIC and NAICS Codes

All Regulated Entities should have North American Industrial Classification System (NAICS) or Standard Industrial Classification (SIC) and codes. A Primary NAICS or SIC code is the code that best describes the business conducted at this Regulated Entity.

- To search a list of SIC codes, use the following hyperlink:
    - http://www.osha.gov/oshstats/sicser.html
- To search a list of NAICS codes, the following hyperlink:
    - http://www.census.gov/eos/www/naics/

33. Primary Business of this Entity

This is a description of what the primary activity is at this Regulated Entity. (E.g. Gas Compression, Fleet Refueling, Rubber Manufacturing, etc.). Do not repeat the SIC or NAICS description.

34. Mailing Address

Enter the Regulated Entity mailing address, the mailing address should be recognized by the United States Postal Service. Use the following hyperlink for address verification:

- www.usps.com.

35-38. Email, Phone and Fax Number

Enter the communication information that TCEQ will need to contact the Regulated Entity. Leave Field 37 blank if your phone system does not use extensions or codes.

39. TCEQ Programs and ID Numbers

Select the Programs and Additional IDs Permit/Registrations that will be impacted by the updates noted on this form.

For example: List the Programs and Additional ID number(s) linked to the Regulated Entity. If there are more Additional ID numbers than space available, list them on a separate sheet and attach it to the TCEQ Core Data Form.

Section IV: Preparer Information

40-45. Name, Title, Phone Numbers, E-mail

Enter the name of the person who prepared this form. This may not be the manager or authorized individual for this site, but is the person who actually prepared this form.

Section V: Authorized Signature

46. Name and Signature

The signer must have signature authority and will certify that the information provided in this form is true and complete.